

SECRET

28 FEB 1959

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT : Proposed Article For The Support Bulletin

1. This memorandum contains a recommendation for action by the Acting Deputy Director (Support) as stated in paragraph 3.

2. The attached draft of an article entitled "Timely Personnel Information", has been prepared for publication in the Support Bulletin. Its purpose is to direct the attention of both field and headquarters administrative personnel to the importance of notifying the appropriate payroll offices of all actions affecting salary, allowances computed at headquarters, and allotments. The proposed article was prepared as a result of a comment made by the Audit Office on the delays in receipt of personnel documents in the Finance Division, based upon an audit of the confidential funds payrolls.

3. It is recommended that the article be approved for publication in the Support Bulletin.


Deputy Comptroller

25X1A

Attachment

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DD/S 51-722

(7)

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Deputy Comptroller

Attachment

Distribution:

Orig. & ~~4~~ - Addressee
1 - Signer's copy
1 - Finance Division
1 - Audit
1 - TAS Subject
1 - TAS Chrono
1 - TAS Reading

TAS: BBB/nlr (25 February 1959)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

TAS, Office of the Comptroller
1705 Alcott Hall, Extension 8750

NO.

DD/554-722

DATE

TO: (Officer designation, room number, and building)

DATE

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FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Comptroller
1039 Alcott Hall

28 Feb JAF

SIGNATURE

2. Assistant Comptroller
1039 Alcott Hall

3 Mar EMO

INFO

3. Acting DD/S
124 East Building

4.

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